**I. Ethical Use Policy**

It is the general policy that computer systems and network services are to be used as any other instructional medium. Standards of conduct and use appropriate to an instructional setting are expected of all users. Therefore, computer systems and network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the school. Users of the schools’ computer system or network must acknowledge their understanding of the general policy and guidelines as a condition of use. Failure to adhere to this policy and administrative procedures may result in suspension or revocation of system or network access. Willful or intentional misuse could lead to criminal penalties under applicable state and federal law.

**Ethical Use Policy Guidelines:**

1. Acceptable uses of the computer systems or networks are activities which support learning and teaching. System or network users are encouraged to develop uses which meet their individual educational needs.

2. Unacceptable uses of the computer systems or networks include, but are not limited to:

a. Violating the right to privacy of students or employees of the school system.

b. Violating United States copyright law.

c. Plagiarizing.

d. Using the system or network for personal financial gain or for any non-school commercial or any illegal activity.

f. Attempting to degrade or disrupt system or network performance or unauthorized entry to and/or destruction of computer systems and files.

g. Revealing home phone numbers, addresses, or other personal information.

h. Using profanity, obscenity, or other language, which may be offensive to another user.

i. Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others.

j. Accessing, downloading, storing, or printing files or messages related to illegal activities, substances, and/or devices which are not permitted by law.

k. Downloading or copying information on to disks or hard drives without prior approval.

3. The following people are entitled to use the network:

a. All school staff and other employees as directed by appropriate authority.

b. All students under the supervision of a staff member and/or parent/guardian.

c. Others who request an account from the network or system administrator.

**II. Copyright**

Federal copyright law sets forth the fair use doctrine and holds that copyrighted material may be used without permission or payment of royalty for such purposes as criticism, comment, news reporting, teaching, scholarship, and research. The criteria to be considered in determining fair use include:

1) the purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purpose;

2) the nature of the copyrighted work;

3) the amount and substantiality of the portion used in relation to the work as a whole; and

4) The effect of the use upon the value or potential market for the copyrighted work.

The superintendent is authorized to adopt regulations for copyrighted material for instructional purposes including print, performance, multimedia/visual arts, musical performances, video recording, computer software and music. All employees and students are expected to adhere to these regulations and to comply with the requirements of the law.

17 United States Code Section 101 et. seq.

**Copyright Policy Guidelines:**

**III. Plagiarism**

**IV. Privacy**

**V. Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.